United Nations ST/IC/2004/10

Secretariat

6 February 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations internship programme**

1. The purpose of the present circular is to inform staff members about the arrangements for the internship programme at Headquarters pursuant to administrative instruction ST/AI/2000/9.

I. Application procedure

Eligibility requirements

2. The Secretary-General may accept interns provided the following conditions are met:

(a) Applicants are enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship; or

(b) Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages have completed at least four years of full-time studies towards the completion of a degree at a university or equivalent institution.

Internship periods

3. There are three internship periods each year: spring, mid-January to mid-March; summer, early June to early August; and fall, mid-September to mid-November.

Required documents

4. Graduate students who meet the eligibility requirements for an internship with the United Nations and who wish to be considered must submit the official United Nations

* Expiration date of the present information circular: 31 December 2006.

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internship application form (form P.135), which is annexed to the present circular and is also available online at www.un.org/Depts/OHRM/examin/internsh/intern.htm. Applicants must also submit a copy of their most recent résumé or curriculum vitae and a short essay (150-250 words) setting out the reasons for which they are seeking an internship with the United Nations.

Submission of applications

5. Applications are to be forwarded to the Office of Human Resources Management, preferably by e-mail (OHRM_interns@un.org), no earlier than 12 months, and no later than 4 months, prior to the desired internship period. Applications may also be faxed to (212) 963-3683 or mailed to the following address:

Internship Coordinator
Office of Human Resources Management
Room S-2500 J
United Nations
New York, New York 10017
United States of America

6. Applicants who are selected will be requested to sign the "Internship agreement for the United Nations", contained in the annex to instruction ST/AI/2000/9, and to provide a medical certificate stating that they are in good health.

II. Working conditions

7. The terms of the internship programme are set out in sections 3, 4 and 5 of instruction ST/AI/2000/9. The internship programme is normally on a full-time basis. Interns are expected to work five days a week in the department/office that has selected them, under the supervision of a staff member. During the internship session, interns will be provided with a desk, phone and computer access. Interns do not receive a salary or emoluments from the United Nations.

8. Supervisors are responsible for the content of the assignment of the intern, which should, where feasible, be explained fully to the intern prior to the commencement of the internship. Terms of reference describing the tasks and responsibilities of the internship assignment should be prepared.

9. An orientation programme for all new interns will be offered by the Office of Human Resources Management at the beginning of each internship period. The Internship Coordinator will be available to assist supervisors and interns throughout the period, as needed.

III. Evaluation

10. At the end of the internship, the supervisor should prepare a written evaluation of the intern's performance and organize a meeting with him/her to provide constructive feedback.

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Headquarters Internship Programme Application Form*

I. PERSONAL DATA			
1. Family name (surname):		2. First name (given name):	
3. Gender:	4. Date of birth (dd/mm/yy):	5. City/country of birth:	6. Present nationality:
7. Nationality at birth:	8. Present address:		
8A. Telephone number:	8B. Fax number:	8C. E-mail address:	
9. Permanent address:			

II. EMERGENCY INFORMATION		
In case of emergency, please notify:		
10. Family name (surname):		11. First name (given name):
12. Relationship to applicant:	13. Address/telephone:	

* Please type in English or French (reference to the curriculum vitae is not sufficient). Applications should be submitted by e-mail (ohrm_interns@un.org), if possible, or by mail or fax. Handwritten applications will not be accepted.

III. EDUCATION, EMPLOYMENT AND PERSONAL SKILLS INFORMATION

Higher education (college/university):
Clearly state the title of the degree(s), the exact starting date and the date when the degree(s) of the current programme will be obtained. Proof of enrolment in a second university-level programme (for instance, a Master's Degree programme) or higher education (for instance, a Ph.D. programme) during the requested internship period may be required at a later stage in the selection process.

14. **Current education:**

Institution Name, city, country	Dates of attendance from (m/y)	to (m/y)	Degree(s) obtained/to be obtained	Major subject(s) of study

15. **Completed education:**

16. **Computer skills:** ☐ Word-processing ☐ Internet research ☐ Spreadsheet ☐ Database ☐ Web page design ☐ Other:

17. **Publications (if any):**

18. **Knowledge of languages:**

	Read		Write		Speak	
	Easily	Not easily	Easily	Not easily	Easily	Not easily
Mother tongue (please specify):	☐	☐	☐	☐	☐	☐
English:	☐	☐	☐	☐	☐	☐
French:	☐	☐	☐	☐	☐	☐
Other (please specify):	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐

19. **Scholarships/awards:**

20. **Career plans:**

IV. INTERNSHIP INFORMATION

21. Preferred work assignment: Please indicate **by numbering**, in order of preference, **three** main areas in which you would like to be considered for an internship:

– Accounting and auditing	– Human resources management	– Peacekeeping operations
– Administration and management consulting	– Humanitarian affairs	– Political affairs
– Demography	– Human rights	– Public information/journalism
– Development planning and analysis	– Information technology	– Social research
– Disarmament affairs	– Law of the sea	– Statistics
– Economic research	– Legal affairs	– Sustainable development
– Environmental affairs	– Library science	– Women's issues

22. Please indicate in order of preference your availability for the internship period and year:

☐ Mid-January to mid-March year _____ ☐ Early June to early August year _____ ☐ Mid-September to mid-November year _____

23. Other relevant information:	Yes	No
a. Have you ever applied for regular employment with the United Nations?	☐	☐
b. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, please explain and attach the release document from the authorities.	☐	☐

24. I hereby certify that the foregoing statements and answers are true, complete and correct to the best of my knowledge and belief and can be verified at any time.

Signature: (when applying by e-mail, **type** your name)

_____ Date: (dd/mm/yy) _____

Before submitting the application, please verify that you have:

1. Answered all the questions in the form.
2. Attached a curriculum vitae and short essay (150-250 words) describing your interest in obtaining the internship.
3. Signed the form (see #24 above).

N.B. When the application is submitted by e-mail, please submit all papers as attached documents (preferably in MS Word). Please use your family name followed by your birth date as the file name (e.g., Smith 15-12-1975). You may type your signature.